



# CorelDRAW™

99designs' guide to our favorite shortcuts in CorelDRAW.

Ramp up the speed of your design - these shortcuts will help you on your way to truly professional looking design in no time.

## TOOLS

Tools we use to make the design

ACTION	SHORTCUT
Spiral	A
Grid	D
Add to a fill object	G
Hand	H
Strokes	I
Mesh Fill	M
Create objects by sketching	S
Eraser	X
Polygon	Y
Freehand Tool	F5
Rectangles	F6
Ellipses and Circles	F7
Add text	F8
Select nodes	F10
Toggle between eyedropper and paintbucket	Shift
Toggle between current tool and pick tool	Space Bar

## ALIGNMENT

Tools we use to make the design

ACTION	SHORTCUT
Align Top	T
Align Bottom	B
Align Left	L
Align Right	R
Align Centers Vertically	C
Align Centers Horizontally	E
Center to Page	P

## SHORTCUT CHEAT SHEET: CorelDRAW

### FILE

Basic functions dealing with the program

ACTION	SHORTCUT
New	Control & N
Open	Control & O
Save As	Control & Shift & S
Export	Control & E
Print	Control & P
Exit	Alt & F4

### EDIT

Basic functions concerning the design

ACTION	SHORTCUT
Cut	Control & X
Copy	Control & C
Paste	Control & V
Duplicate	Control & D
Undo	Control & Z
Redo	Control & Shift & Z
Replicate	Control & R

### VIEW

How we see the design on the screen

ACTION	SHORTCUT
Zoom In	F2
Zoom Out	F3
Fit In Window	F4
Rulers	Control & Shift & R
Grid	Control & Shift & E

### ADJUST

Adjusting the image and colors of the design

ACTION	SHORTCUT
Tone Curve	Control & T
Brightness/Contrast/Intensity	Control & B
Hue/Saturation/Lightness	Control & Shift & U
Color Balance	Control & Shift & B

### MASK

Working with Masks

ACTION	SHORTCUT
Select All	Control & A
Mask From Object	Control & M
Paint on Mask	Control & K

### OBJECT

Working with objects in the design

ACTION	SHORTCUT
Duplicate	Control & D
Group	Control & G
Feather	Control & Shift & F

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**Tao Wei**



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web oct 6 2022 optician resume example october 6 2022 by the resume genius team reviewed by samuel johns cprw opticians act as both vision care technicians and retail associates to help customers find the right glasses and contact lenses

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web jul 17 2023 dear hiring manager i am writing to apply for the licensed optician position at lenscrafters with my extensive experience in the field and passion for providing exceptional eye care i am confident that i would be a valuable addition to your team

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web grew volume to approximately 4 5 5k patients per year over course of tenure as private practice owner and regional optometrist functioned effectively within team including opticians ophthalmic technician and patient liaison to

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web apr 14 2017 1 identifying the business aspects important to the employer the first step in writing the body of the cover letter isn t to write at all it s to research if you re planning on spending eight hours of your day with these folks it s worth a couple hours of investigation into their business

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web apr 22 2023 my experience as an optometrist includes working alongside sales teams at multiple clinics and providing exceptional patient care that includes direct experience fitting contact lenses and other optical products that increase patient satisfaction

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web 22 nd june 2021 dear ms graham i understand from the advert i saw yesterday on the dayjob com website that a position

for a optical assistant has become available with your company i have an eye for what frames suit people and a desire to help people see better

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web free optometrist cover letter example dear ms mullins upon discovering your posting for an experienced and personable optometrist to join your team at 20 20 vision clinic i felt compelled to submit my resume outlining my